

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NOTICE OF NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Tuesday 30 March 2021 at 7.30pm

Note: This meeting is being held remotely using video conferencing methods in accordance with legislation which came into force on April 4, 2020 as set out in 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020'. The meeting has the same status as a meeting held 'in person' and will operate in accordance with Parish Council Standing Orders, Code of Conduct and other relevant procedural documents.

The meeting is open to Members of the Public. Anyone wishing to observe or participate can do so by following the link below:

<https://us02web.zoom.us/j/89552005407?pwd=TitqYm1sdjh3ejZVdm81STVld3V4QT09>

Meeting ID 8955200 5407

Passcode 367476

The purpose of the Steering Group, which is a committee of the Parish Council, is to produce a Neighbourhood Plan for Kirkby Malzeard, Laverton and Dallowgill in accordance with its Terms of Reference.

AGENDA

- 1. Welcome. Receive and approve Apologies. Declarations of Interests. Brief summary of the procedures at remote meetings.**
- 2. Approve Minutes of meeting held on 08.03.2020.**
- 3. Action Points from previous meeting (where not dealt with elsewhere on Agenda).**
 - a) Confirmation of approval of appointments/membership changes by Parish Council.

- b) Note the additional of any other Parish Council members to the SG and the resignation of Mr Mike Hurford as SG member. Consider creation of different levels of membership.

4. Public Consultation.

- a) Confirmation that 1250 Questionnaires and Community Facilities Sheets have been printed by Beyond Digital.
- b) Amendment stickers for flyers have been obtained at cost of £31.67. Arrangements for attaching stickers and distributing flyers between April 6-8 to be confirmed.
- c) Pre-distribution publicity to be finalised to include notice in The Fountain, production of notice-board posters and articles for use on KMA website and Facebook.
- d) Discuss delivery arrangements for consultation documents w/c April 19. Consider practicalities e.g. envelopes with additional guidance information, date stamp etc
- e) Collection box to be sited at MIVH has been purchased at a cost of £79.46. Arrangements for fitting and emptying to be confirmed.

5. Analysis of responses from Public Consultation.

- a) Further consideration to be given to software programme following advice from Consultants and NP 'Champion'.

6. Any other business (items to be included on Agenda of next meeting).

7. Date of next meeting.

Neighbourhood Plan Contact details: For information on the Neighbourhood Plan please contact Howard Mountain (Secretary) on kmlldpc@btinternet.com Tel. 01765 689390. Agendas, Minutes and other information available under the Parish Council pages of Kirkby Malzeard Area community website:

www.kirkbymalzeardarea.org.uk

Parish Council Contact details: Clerk - Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT. Tel: 07725 801675. Email: clerk.kmlldpc@outlook.com Facebook: @kmlldpc

Dated 25.03.2021